

Important Guidelines for Invoice Submission

To support accurate and timely invoice processing, we would like to remind you of the following key submission guidelines.

1. Invoice Format and Submission Channel

To ensure proper routing and processing, invoices must be submitted **in PDF format only** and through the **same channel** used to receive the purchase order, for example:

- If the purchase order was received via **email**, the invoice must also be sent via email.

Email inbox

MosaicAP.SAPPO@mosaicco.com

MosaicAP.NonPO@mosaicco.com

MosaicAP.PreApproved@mosaicco.com

Invoice Type

SAP PO Invoice Submission (POs are 10 digits and begin with a "45")

Non-PO Invoice Submission (include Mosaic Contact email address on front page of invoice)

Pre-Approved Invoice Submission (Non-PO with authorized Mosaic approval signature)

Please note: Failure to adhere to the above guidelines may result in delay of payment.

- If the purchase order was received through **Business Network** or **Fieldglass**, the invoice must be submitted through those respective platforms.

2. Submission Timing

Invoices should be submitted within **fifteen (15) days** after completion of the Services or delivery of Goods and must reference the Order, but in no event shall the invoice be submitted after ninety (90) days of completion of the Services or delivery of Goods.

3. Required Invoice Information

To avoid rejection, all invoices must include the following mandatory information:

- Purchase Order (PO) number
- Tax number
- Invoice number
- Invoice date
- Total amount



Missing or incorrect information may result in the invoice being returned or delayed.

We appreciate your attention to these requirements and your continued partnership. If you have any questions or need assistance, please feel free to contact us.

All Vendor Payment Inquiries to be emailed to: mosaic.accountspayable@mosaicco.com

For more information access: suppliers.mosaicco.com/index.htm

Please note – ***For suppliers that are NOT Business Network or Fieldglass enabled*** - Mosaic **may** utilize Evaluated Receipts Settlement (ERS) and pay for your material deliveries based on receipt of goods. These are processed directly by warehouse staff at the Mosaic physical receiving site via a signed proof of delivery ticket (packing slip). Invoices for ERS enabled suppliers will be discarded by Mosaic Accounts Payable if sent as they are not required.